# HOW TO CHANGE TAX WITHHOLDING DATA THROUGH
# EMPLOYEE SELF SERVICE

You can file new Form W-4 and state tax forms anytime your tax situation changes and you choose to have more, or less, tax withheld.  Our new PeopleSoft Employee Self Service website gives employees the freedom to review and update tax withholding information at their own convenience.
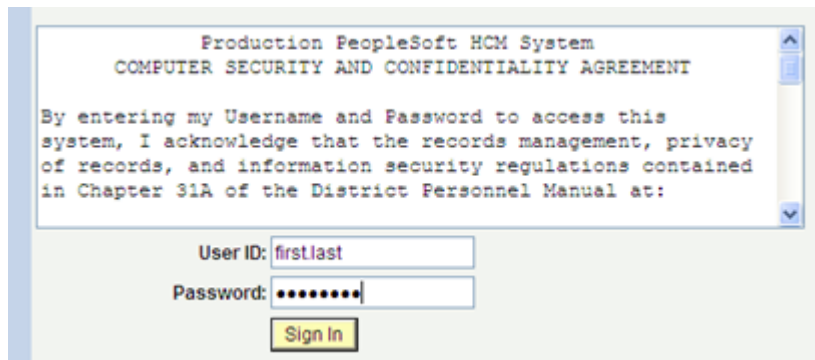
Beginning May 5, 2009 employees can log onto the PeopleSoft website to access their personal information. Instructions are provided below.


**STEP 1**:  **Log onto the PeopleSoft Employee Self Service website:  https://pshcm.dc.gov**

If you are logging on for the first time, the user id is your name in the format of: **first.last** and the password is your last name and the last four digits of your social security number.

Sample Name: Mary Jones              Sample SSN:   345-67-7890
Sample User ID: mary.jones          Sample Password: jones7890



**STEP 2:  Select Employee Self Service on the menu tool bar.  Then select Payroll and Compensation.**
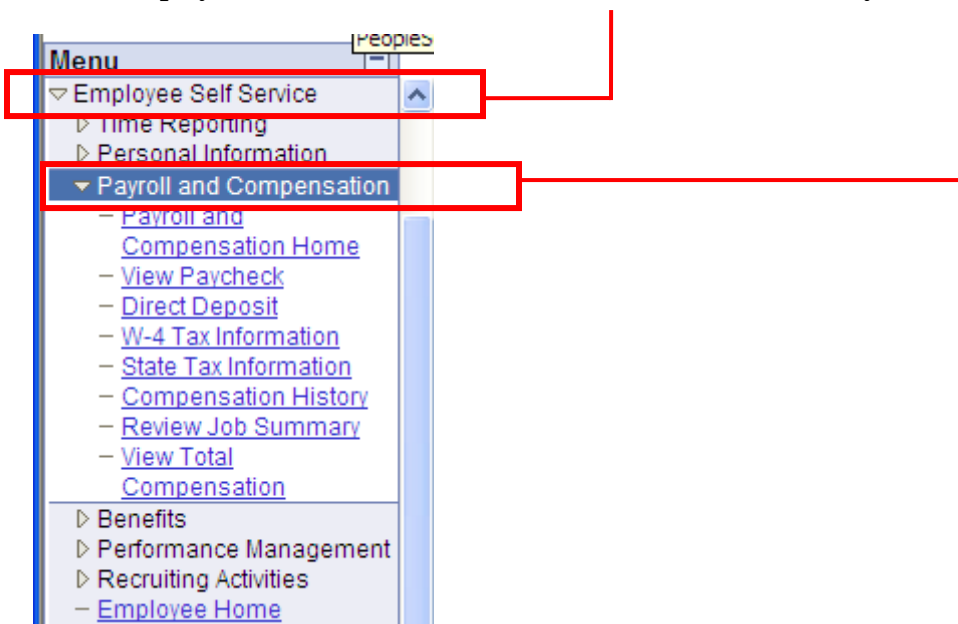
**STEP 3: Select the W-4 Tax Information option.**

Main Menu > Employee Self Service >

### 📁 Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

**Payroll and Compensation Home**
Navigate to all your payroll and compensation information from this page.

**View Paycheck**
Review current or prior pay stub details

**Direct Deposit**
Create or update your direct deposit information

**W-4 Tax Information**
Review or change your W-4 information

**State Tax Information**
State Tax Information

**Compensation History**
Review your compensation history, including base salary and additional information.

**Review Job Summary**
Displays your job information and compensation rates

**View Total Compensation**
Review your Total Compensation information

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**STEP 4: You will be able to view and update your W-4 Tax Information from this screen.**

## W-4 Tax Information
FIRST LAST

Social Security #: 123-45-6789

District Of Columbia Govt

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

**Home Address**

111 A Street SE
Washington, DC 20020

**W-4 Tax Data**

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck

**Indicate Marital Status:**
◉ Single  ○ Married

If married, but withholding at single rate, select Single status and check here. ☐

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

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**STEP 5: Click Submit at the bottom of the page and on the next screen you will verify your user name and password.**

## Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: First.Last

Password:

[Continue]  [Cancel]

**Upon completion of STEP 5, you will receive a notification that the submission was successful.**

**Submit Confirmation**

✔ The Submit was successful.

[ OK ]

**STEP 6: The tax page will reappear with your updated information. At the bottom of the page, select Go To: Payroll and Compensation Home.**

Go To:  Employee Home
        Payroll and Compensation Home

**This will return you to STEP 3. Select State Tax Information and follow STEPS 4 and 5 to update state tax forms.**

**PLEASE NOTE:**
If you experience difficulty logging into the sytem, please contact the ASMP Helpdesk at 202-727-8700 for technical assistance.

If you require HR assistance, please contact the Office of Human Resources at 202-442-4090.